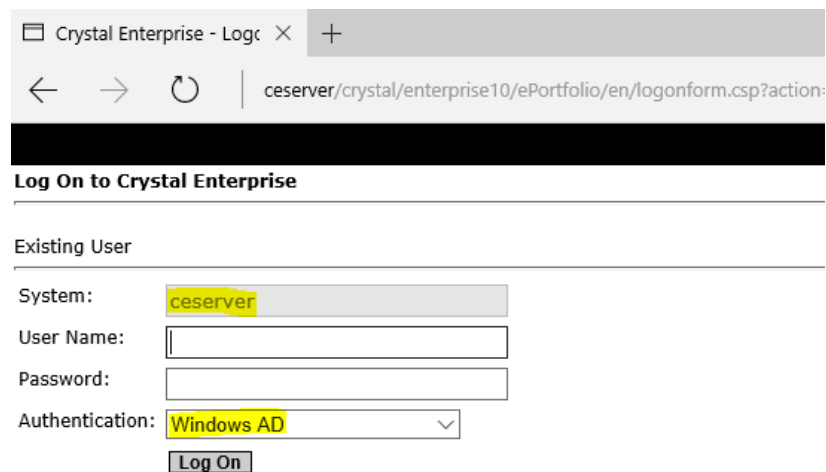


RUNNING AZTEC TIME STANDARDS REPORTS IN CRYSTAL ENTERPRISE

1. Log on to Crystal Enterprise

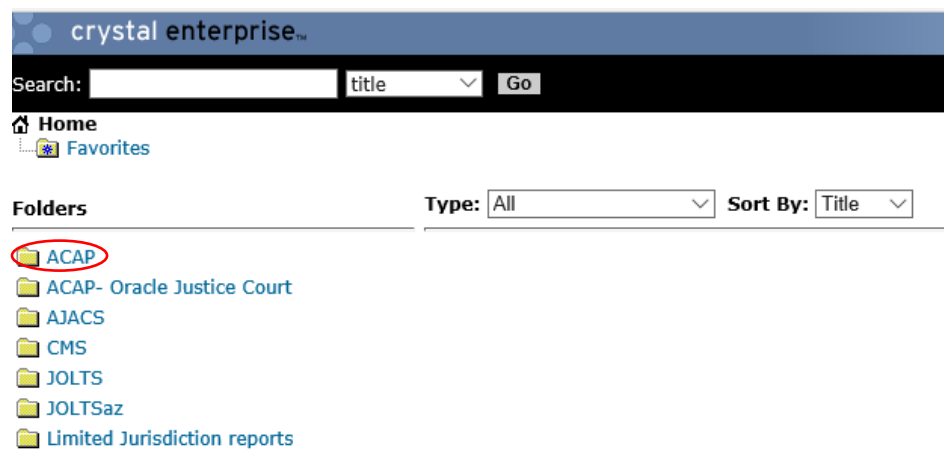
- You must have a Crystal Enterprise log on. If you do not have a Crystal Enterprise log on, contact the AOC Support Center and request access to your court's folder.
- Log on at <http://ceserver/crystal/enterprise10/ePortfolio/en/logonform.csp?action=logon>.
- The System should be set to "ceserver" and Authentication should be set to "Windows AD." Use your Windows credentials for your User Name and Password.



The screenshot shows a web browser window titled "Crystal Enterprise - Logon". The address bar displays the URL: ceserver/crystal/enterprise10/ePortfolio/en/logonform.csp?action=logon. The page content includes the heading "Log On to Crystal Enterprise". Below this, there is a section for "Existing User" with the following fields: "System:" (set to "ceserver"), "User Name:" (empty text box), "Password:" (empty text box), and "Authentication:" (set to "Windows AD"). A "Log On" button is located at the bottom of the form.

2. Navigate to your court's time standards folder

- ACAP> County> County Name> Court Name> Time Standards



The screenshot shows the Crystal Enterprise interface. At the top, there is a search bar with the text "Search:" and a dropdown menu set to "title", followed by a "Go" button. Below the search bar, there are links for "Home" and "Favorites". The "Folders" section is visible, showing a list of folders: "ACAP", "ACAP- Orade Justice Court", "AJACS", "CMS", "JOLTS", "JOLTSaz", and "Limited Jurisdiction reports". The "ACAP" folder is highlighted with a red circle. To the right of the folder list, there are dropdown menus for "Type:" (set to "All") and "Sort By:" (set to "Title").

crystal enterprise™

Search: title

Home
Favorites
ACAP

Folders Type: Sort By:

No objects

- Select your county and court.

crystal enterprise™

Search: title

Home
Favorites
ACAP > COUNTY

Folders Type: Sort By:

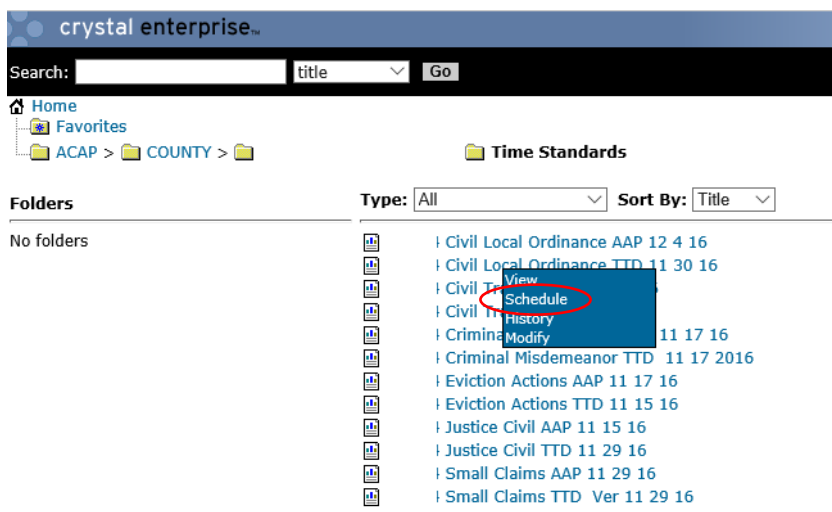
No objects

- Select the Time Standards folder.

Folders

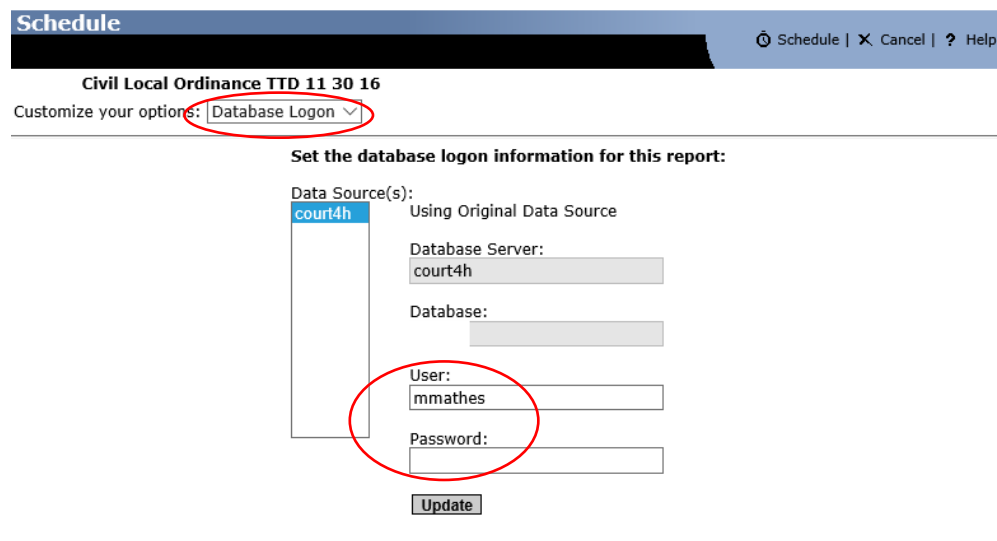
- Find the desired case processing time standards report (Civil Traffic, Criminal Misdemeanor, etc). AAP is Age of Active Pending. TTD is Time to Disposition. For reporting purposes, the TTD should be run and submitted to the AOC.

- Click on the report you want to run. A blue box will come up. Click “Schedule”.



- Go to “Customize your options” and choose “Database Logon”

- The court server and database should already be set up.
 - Note: The server has an “h” at the end because the reports are running off of the replication server, not the live database.
- Enter your **AZTEC** user name and password, NOT your Windows credentials in this screen.
- Click “Update”.



5. Go back to “Customize your options” and choose “Parameters”

- Under “Court_id” key in your court’s id number, no letters. If your court id begins with “0”, Crystal Enterprise will remove the leading 0. This will not interfere with how the reports run. **YOU MUST CLICK “ADD” BEFORE ENTERING THE NEXT PARAMETER.**
- Use the calendar icon to enter the start and end dates. When submitting reports, use the date range required by AOC. **YOU MUST CLICK “ADD RANGE” BEFORE ENTERING THE NEXT PARAMETER.**
- Choose summary or detail from the drop down box. When reporting to AOC, choose Summary. **YOU MUST CLICK “ADD” BEFORE CONTINUING TO CUSTOMIZE OPTIONS.**

Schedule Schedule | Cancel | Help

Civil Local Ordinance TTD 11 30 16

Customize your options: **Parameters**

Court_id: Enter Court id (i.e. number only 0747, 0806 etc)

New value: **Add**

Current value: No current value has been set.

DispoDate: Enter Date Range in which final disposition occurred

Start of range: ☐ Include ☐ No lower bound

End of range: ☐ Include ☐ No upper bound **Add Range**

Current value: No current value has been set.

Summary or Detail:

New value: Default Values: **Add**

Current value: No current value has been set.

6. Go back to the “Customize your options” dropdown menu and choose “Format.”

- Choose “Microsoft Excel” and click “Update.”

Schedule Schedule | Cancel | Help

Civil Local Ordinance TTD 11 30 16

Customize your options: **Format**

Set the format for this report:

Report Format: **Microsoft Excel**

Set Column Width:

☒ Column width based on objects in the : Whole Report 1

☐ Constant column width (in points) : 36

Export page header and page footer: On Each Page

☐ Create page breaks for each page

☐ Convert date values to strings

☐ Show Gridlines

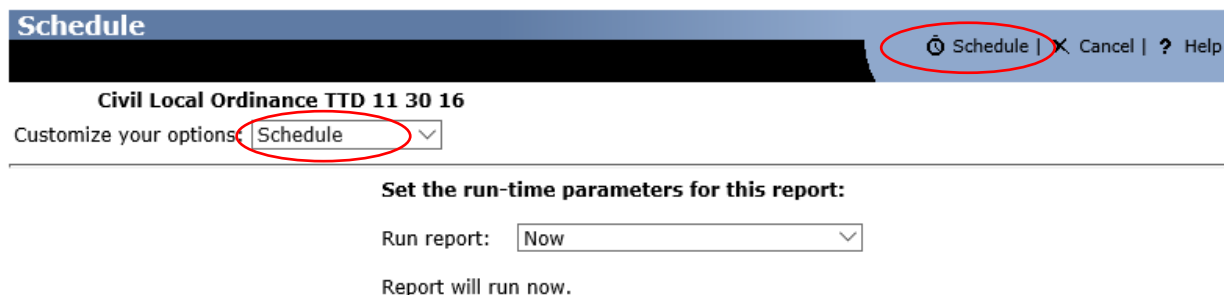
Page range:

☒ All pages

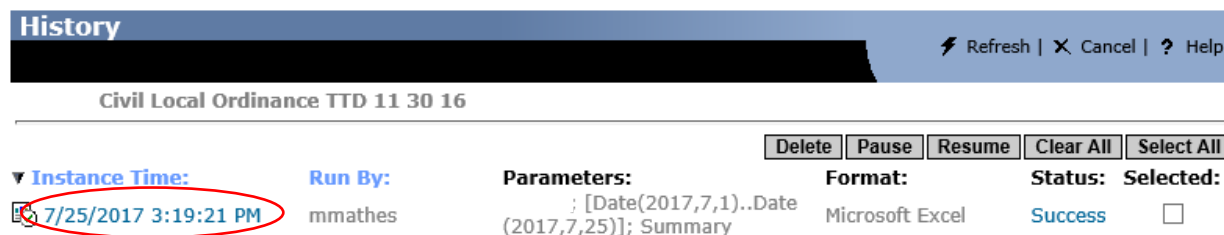
☐ From : 1 To : 1

Update

7. Go back to the “Customize your options” dropdown menu and choose “Schedule.”
 - You can set the report to run immediately, in the future, or on a recurring basis. When you have made your selection click “Schedule” in the upper right corner of the screen.
 - This will take you to the History screen. If the status says “Running” you may click “Refresh” until the status turns to “Success.”



8. When the Status shows “Success”, click the date under “Instance Time”.



Instance Time:	Run By:	Parameters:	Format:	Status:	Selected:
7/25/2017 3:19:21 PM	mmathes	Parameters: ; [Date(2017,7,1)..Date (2017,7,25)]; Summary	Microsoft Excel	Success	<input type="checkbox"/>

9. Reports submitted to the AOC must be saved with the file name containing the case type prefix (e.g., CT), 4-digit court ID (e.g., 0704), quarter (if applicable, e.g., Q2), and year (e.g., FY17). Example: CT0704Q2FY17 or CT0704FY17. Do not include any other characters or spaces. The applicable prefixes can be found at the following link:
<http://www.azcourts.gov/Portals/27/TimeStandardsReportingSubmissionInstructions.pdf>